

All State agencies that are eligible for capitol improvement funding are eligible for assistance from the DFCM roofing program. Each State agency is still responsible for the following items in regards to the roof systems on their facilities.

- 1- Roof inspections are the responsibility of the agency. Inspection of the roof system should be done a minimum of twice a year. Roof inspections should be performed in the spring and the fall. Additional roof inspections should be performed after any major weather event or other event that could affect the roof system. This could include major storm, high winds, fireworks, and roof traffic other than for normal maintenance.
- 2- There should be no access to the roof other than by agency maintenance staff. Any other access to the roof should be escorted by agency maintenance staff; this includes roofing contractors sent to your facility by the DFCM.
- 3- Agencies are responsible to keep records of each roof. This includes contractor and manufacture roof warranties. The warranty is the first step in any roofing problem.
- 4- No modifications should be made to any warranted roof without the approval of the manufacture. Unapproved modifications regardless of size can void the roofing warranty.
- 5- Agencies are responsible to ensure roofs are not subject to abuse.
- 6- Agencies are responsible to keep roofs free from debris. This includes keeping drains and gutters clean and operational.
- 7- Maintenance staff should have some basic roofing knowledge. Most manufactures have training available.
- 8- Agencies should provide the DFCM with a list any roof that has a life expectancy of less than five years.
- 9- Roofs, unless specifically designed for such use should never be open to any foot traffic. Roofs are not play grounds, picnic areas, sunbathing areas or experiment labs.
- 10- Agencies should always remember the roof is the most important part of the building. If the roof fails, is abused or allowed to deteriorate all assets in the building are at risk.
- 11- Use common sense when it comes to your roof systems. A good maintenance program and the proper care will ensure the best possibility for years of leak free roof performance.